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MANAGEMENT HANDBOOK FOR AUTOMATED WORK UNIT PLAN SYSTEM 1/1

(AWUPS)(U) BEDFORD RESEARCH ASSOCIATES MA

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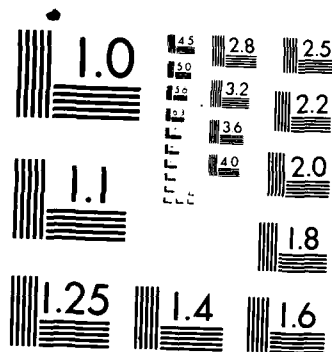
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MANAGEMENT HANDBOOK FOR AUTOMATED WORK
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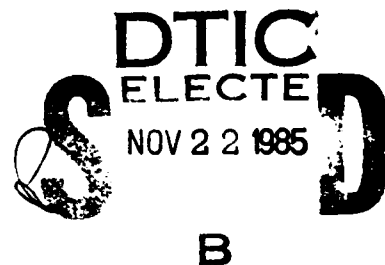
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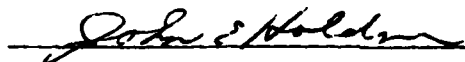
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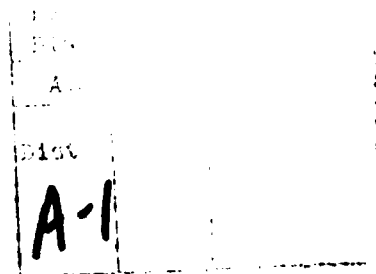
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DEFINITIONS & RULES FOR DATA ENTRY

There are several important rules that apply to the system described in this manual. Please familiarize yourself with them before beginning to use the system. In addition, a knowledge of the following terms will aid you in using this user's guide.

CHARACTER - Character is a generic term that includes all graphic symbols. Letters, numbers, punctuation marks, other special characters, and blank spaces are all considered characters.

FIELD - A field is a group of characters which comprise one piece of information or data. An example of a field is the WU number.

RECORD - A record is a group of related fields. For example, an individual work unit plan is a record which is comprised of a group of fields such as the WU number, manager's name, etc.

FILE - A file is a group of records. It can be compared to a file in a filing cabinet. For example, you may have a file titled "Contract Work Units" which contains all the individual CWU plans or "records."

DATA BASE - A data base is a collection of files. The data base is like a filing cabinet. It contains a number of files, such as the CWU file and the IHWU file.

HARD COPY - Hard copy refers to a paper copy of a document (as opposed to a screen display).

CURSOR - The cursor is the blinking rectangle which indicates where the next character typed will appear on the screen.

PROMPT - A prompt is a screen message which requires a response from the user.

ENTER - To enter data means to send it to the computer by pressing the "RETURN" or "ENTER" key. Therefore if the

instructions read "enter the work unit number," you are to type the work unit number and then press "RETURN."

DEFAULT - A default is the standard value that has been assigned to a field and is used when the user enters no value.

RULES FOR DATA ENTRY

1. Always press "RETURN" after typing in a field or response to a screen prompt. This will cause what has been typed to be "entered" or sent to the computer, and then displayed in high intensity on the screen.
2. To erase a character, or to back up the cursor, use the "DELETE" key. (See below, Special Keys)
3. To change a character(s), just type over it (them). The new character(s) will replace what was there.
4. Holding down a key will cause multiple entries. For example, if you want to enter one blank line, press the "ENTER" key and release it immediately. Holding the key down will cause more than one blank line to be entered.
5. Unless prompts specifically require a "Y" or "N" response as noted by "(Y or N)," screen prompts which require yes or no answers will default to "Yes." That is, if you just press "RETURN," a "Yes" will be entered automatically.
6. A date is entered as three separate fields: the day, the three letter abbreviation for the month, and the year.

The day field must contain a number from 1 to 31. Any other entry will cause the message "Invalid day, please try again. (PRESS RETURN)" to display.

The month field must contain the three letter abbreviation of a month. Any other entry will cause the message "Invalid

month, please enter again. (PRESS RETURN)" to display. The month must also be consistent with the day entered otherwise the message, "Invalid date, please try again. (PRESS RETURN)" will appear. An example of an invalid date is 31 Sep.

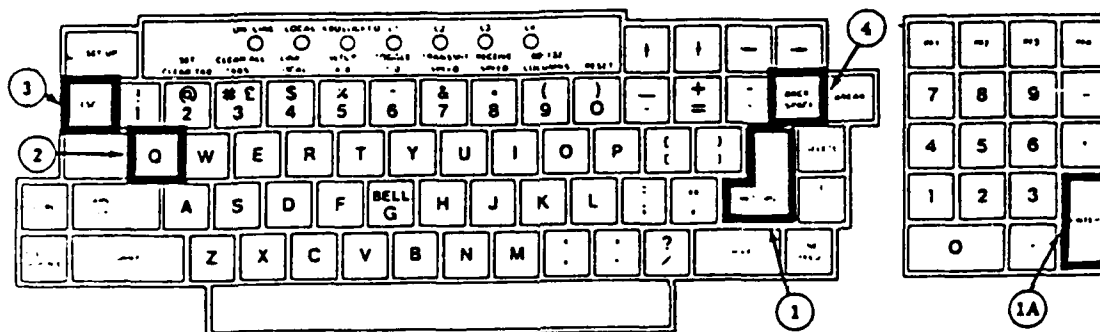
The year field must be one or two digits. Any other entry will cause the message "Invalid year, please try again. (PRESS RETURN)" to display.

7. The length of field entries is limited. The allowable length of the field to be entered will be highlighted on the screen.
8. The allowable length for some fields is quite long. In the Work Unit Plans, for example, there is an "Approach" field which permits twelve full screen lines for an explanation of the approach. Sometimes, however, you may not need so many lines. Whenever you wish to finish entering data for such a field, and move to the next field, you must press the "RETURN" key twice: once to "enter" your last line of text, and once to move the cursor to the next field.
9. If the information entered for a field is too long, an error message will be displayed on the bottom of the screen. That portion of the entry which did not exceed the allowable field length remains displayed on the screen, and you are then given an opportunity to edit the entry.
10. If the type of information entered in a particular field is not allowed, for example a letter is entered when a number is required, an error message will be displayed at the bottom of the screen. Press the "RETURN" key and the cursor will be repositioned. Then reenter the information.
11. Occasionally there may be an error which has to do with the system rather than the data entry. When this happens, an error message telling you to contact your AWUPS manager will be displayed. Please do so immediately, as any delay will compound the problem.

SPECIAL KEYS

There are some special keys used in data entry. The four key sequences which are described below perform special functions when they are the first and only entry to a field. These keystrokes, along with a brief description of their functions, will be displayed at the bottom of each screen.

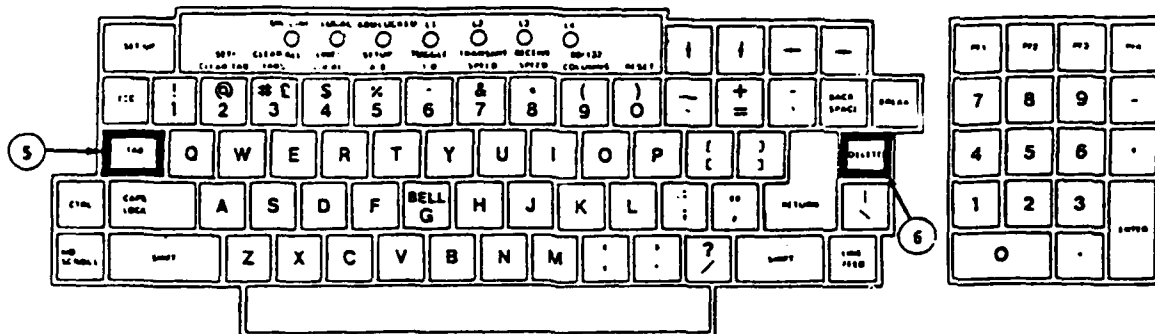
Please refer to the numbered diagram of the VT102 keyboard when reading the following section. If you are using a terminal which is not a VT102, please consult the AWUPS manager to determine the special keys for the type terminal you are using.



<u>Number</u>	<u>Key Stroke</u>	<u>Description</u>
1	RETURN	The "RETURN" key on the main key pad and the "ENTER" key on the numeric key pad are interchangeable. When "RETURN" or "ENTER" is the first entry to a field, any existing data is left unchanged. If no data exists for the field, it is left blank, or in the case of numeric fields, set to zero. When one of these keys is entered for the first field of a record, (for example if RETURN is pressed at the work unit number on the first screen) control returns to the previous menu.
1A	ENTER	

<u>Number</u>	<u>Key Stroke</u>	<u>Description</u>
2	Q RETURN	This key sequence is used to "quit" entering data for the current record. Whatever function is being performed is immediately stopped, and any information already entered or changed for the current record is disregarded. The cursor is then positioned at the first field of the first screen.
3	ESC RETURN	This key sequence causes the cursor to skip from its current position to the bottom of the screen. The fields which are skipped over remain unchanged. There are certain fields which require an entry before this key sequence can be performed. In these cases the screen will provide the necessary prompts.
4	BACK SPACE RETURN	This key sequence causes the cursor to back up to the beginning of the previous field on the current screen. (You cannot back up to a previous screen by using this key sequence at the first field of a screen.)

In addition to these four keys, there are two other special keys which are used for editing information being entered. Unlike the four key sequences just described, these keys may be entered anywhere in a field.



Number	Key	Description
5	TAB	Pressing this key causes the cursor to move to the position following the next blank space. This key is generally used to save the reentering of correct data in a field which has to be only partially edited.
6	Delete	Pressing this key causes the character to the left of the cursor to be erased, and the cursor to be repositioned.

OTHER ENTERING AND EDITING HINTS

Important: You are not using a word processor. If you make a mistake while typing, use the "DELETE" key to erase text. Then re-type the text. Never use the "BACK SPACE" key for editing (except in conjunction with "RETURN" as described above). Use of this key will cause formatting or other printing problems.

When you are entering text in a field which may be several screen lines in length, and you reach the end of the line, the text will not wrap around to the next screen line automatically (as it does with a word processor), nor will there be a bell or other audible signal. Therefore, you must watch the screen to make sure that you press "RETURN" before reaching the end of the line. Otherwise, the error message "Data too long" will appear, and you will have to reenter text.

When you are entering text in a field that permits a number of lines, it is a good idea to leave some extra space at the end of each line. This will make it very easy to edit later on. For example, if words need to be added, you will not need to change all the lines.

GENERAL RULES FOR USING THE WORK UNIT SYSTEM

ACCESSING THE WORK UNIT SYSTEM

After you log in, the following Menu of options will be displayed on the screen:

MAIN MENU
**** *

1. IHWU System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Your AWUPS manager today is:
Here is the first message line
Here is the second message line.
Here is the third message line.

Hard copy output will be produced on the Laser printer.

Please note the line referring to the AWUPS manager and the three "message" lines which follow. These lines will appear only the first time the MAIN MENU is displayed. Message lines may or may not appear. The AWUPS manager is the person to notify if you experience any problems with the system. The message area is used by the AWUPS manager to send you messages. For example, if the system were going to be shut down for maintenance or a meeting was scheduled, a message would be displayed here.

Also note the line indicating the printer which will produce your hard copies. This line shows the current printer de setting. The default is the laser printer. For instructions on how to change the printer, refer to the addendum at the end of this manual.

To access the In-house Work Unit System, type "1" and press "RETURN." To access the Contract Work Unit System, simply type "2" (for CWU System) and press "RETURN." The first time you access either the CWU System or IHWU System during a work session, a screen prompting you to "Enter Your CWU (IHWU) Access Password:" will appear.

Type in your system password and press "RETURN." A screen displaying the message "Please wait, access rights being checked." will appear.

If you do not correctly enter the password, you will receive the message "Invalid password. Please try again." You will be allowed only three attempts to enter the correct password. The third time you enter an incorrect password, you will receive the message, "Contact AWUPS manager for correct password." and you will be logged off automatically. (You also should contact the AWUPS manager if you forget your AWUP system password, or wish to change it.)

Once your access rights have been cleared, the CWU (IHWU Menu) will appear.

Contractual Work Unit Plan

CWU Menu *** ****

1. Approve Work Unit Plan
2. Delete Work Unit Plan
3. Display Work Unit Plan

Enter selection :

Type the number of your selection and then press "RETURN."
For example, if you wish to display a work unit plan, type "3"
and press "RETURN."

Next type the two digits for the fiscal year of the work
unit plans. The fiscal year information is located in the top
left box of your hard copy of the work unit plan. For example,
if your hard copy has "FY85" then type "85" and press "RETURN."

CHANGING OPERATIONS

Changing Operations For Work Units Plans Of The Same Fiscal Year

If you wish to change operations (e.g. you wish to stop
approving work unit plans and begin displaying work unit plans)
for WUs which are for the same fiscal year as those on which you
are currently working, all you need to do is access the CWU
(IHWU) Menu and enter your selection. This Menu is accessed by
pressing "RETURN" as the WU number on the first screen.

For example, if you are displaying work unit plans and you
wish to begin deleting plans, press "RETURN" as the first entry
to screen one below.

Display of Contractual Work Unit Plan

Screen 1 of 7

Date of plan:

CWU number	Amendment	Status	[N-New C-Continuing]		
Title					
Contract Manager		Org symbol	Phone		
Start date	End date				
Work area number	Program element				
Tech base support	[D-Direct I-Indirect]				
SD ESD ASD AD BMO AWS					
DMA DNA DCA DARPA SC SAC					
TAC ADC MAC AFCC Other					
AF system(s)/mission(s) supported :					

(Note that the example uses the CWU system. Procedures for the IHWU system are identical.)

The CWU (IHWU) Menu will appear.

Contractual Work Unit Plan

CWU Menu
*** ****

1. Approve Work Unit Plan
2. Delete Work Unit Plan
3. Display Work Unit Plan

Enter selection :

Enter "2" to select the option to delete a work unit plan. Screen One will appear, with the heading, "Deletion of Contractual (In-house) Work Unit Plan."

Changing Fiscal Years

If you wish to perform either the same or a different operation for a different fiscal year, you must access the MAIN MENU. To access the MAIN MENU, you first must bring up the CWU (IHWU) Menu by pressing "RETURN" as the WU number on the first screen (See above). Then at the CWU (IHWU) Menu press "RETURN" again. The MAIN MENU will appear.

MAIN MENU

**** *

1. IHWU System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Hard copy output will be produced on the Laser printer.

Enter "1" or "2" to access the IHWU or CWU system respectively. The IHWU Menu or CWU Menu will reappear. Enter your desired operation and specify the fiscal year as prompted. You will then be ready to continue working.

Finish Using The System (Logging Off)

Whenever you finish using the system, you must "log off" before turning off the power and leaving the machine. To do this, return to the MAIN MENU and then press "RETURN."

APPROVING A WORK UNIT

Two separate data bases of work unit plans exist. There is one for preliminary work unit plans and another for approved work unit plans. The preliminary data base is where work unit plans originally are entered and edited. The approved data base is for storing plans which have been approved. However a plan that is approved for storage in the second data base can be replaced if it is found that changes are still required.

To approve a work unit, first access the Contract or In-house Work Unit system, and select the option to approve work units for a specified fiscal year (option 1). The following screen will be displayed: (If this procedure is unclear, please refer to the section entitled "Accessing the Contract Work Unit System" on page 9 of this user's guide.)

Approval of Contractual Work Unit Plan Screen 1 of 7

Date of plan:

CWU number	Amendment	Status	[N-New C-Continuing]
Title			
Contract Manager		Org symbol	Phone
Start date	End date		
Work area number	Program element		
Tech base support	[D-Direct I-Indirect]		
SD ESD ASD	AD BMO AWS		
DMA DNA DCA	DARPA SC SAC		
TAC ADC MAC	AFCC Other		

AF system(s)/mission(s) supported :

Step 1

Enter the work unit number of the plan you wish to have approved.

Step 2 (Applies to CWUs only)

Extract - If the work unit plan you wish to display is an extract of a main plan, enter the extract letter. Otherwise just press "RETURN."

Remember that a plan can be identified as an extract if the CWU number is followed by "EX" and the extract letter on a computer generated hard copy. There are no extracts for In-house work unit plans.

Step 3

At this point, all the information for screen one of the plan will appear on the screen, along with the prompt, "Is this the correct WU plan?"

Note that the amendment is filled in automatically by the system. This is because you can approve only the most recent version of a work unit plan stored in the preliminary data base.

Check the information on the screen against the information on your hard copy to make sure you have accessed the desired work unit. If you have not accessed the correct plan, enter an "N." This will bring up a new screen so that you can reenter the WU number.

As long as you have accessed the WU you wish to approve, enter "Y" (or just press "RETURN"). The machine will beep, and the message "(PRESS RETURN)" will be displayed on the screen.

Step 4

Press "RETURN" to cause the second screen of the WU to be displayed. Again the machine will beep, and the message "(PRESS RETURN)" will appear. Press "RETURN" to bring up the next screen.

Repeat this sequence for all subsequent screens.

Note that in some rare cases involving CWUs, when you get to the sixth screen (Resources), the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed. This occurs only when the WU contains more than eight lines of sources of funds. If you wish to scroll forward to see more lines, press "RETURN." (<CR> is the abbreviation for "carriage return".) To continue (or to see "no more" lines), press the "ESC" key followed by "RETURN." If you scroll through all of the lines, you will be prompted with "(PRESS RETURN)" when you reach the end of the entries.

Step 5

After you have pressed "RETURN" following the last screen (Signature Blocks) the prompt "Do you want to approve this work unit plan? (Y or N)?" will appear. If, for some reason you have changed your mind about approving this work unit, answer no. The first screen will appear, and you can try again. Answering yes to the prompt will bring up the prompt, "Does this change require an increase in the amendment number? (Y or N)."

Step 6

If you answer no to this prompt, this version of the approved work unit will replace the most recent version of the plan in the data base of approved plans. For example, if the most recent version of the plan in the approved data base was amendment 2, that work unit will be deleted and the newly

approved work unit will become amendment 2. If you answer yes to the prompt, then the newly approved plan will be stored in the approved data base as amendment 3, and will not replace the plan stored as amendment 2.

Step 7

Next you will be prompted, "Enter reporting cycle for TESTPLAN 1-Monthly 2-Quarterly." This refers to the Report which is generated from the milestones. Answer "1" to this prompt if the status information should be updated each month. Answer "2" to this prompt if the status information needs to be updated only quarterly.

Step 8

Next you will be prompted with, "Do you want a hard-copy of this CWU (IHWU) (Y or N)?." After you respond to this prompt, a new first screen will be displayed, so that you can then approve another WU if desired.

(If you requested a hard copy of the WU and you receive the message, "Trouble printing a copy," it means that the system is experiencing printing problems. You will not receive a hard copy, but the approval will not be affected.)

DELETING A WORK UNIT

After accessing either the Contract Work Unit system or In-house Work Unit system and selecting the option to delete a WU (option 2) for a specified fiscal year, the following screen will be displayed:

(If this procedure is unclear to you, refer to the section titled "Accessing The Work Unit System" on page 9 of this user's guide.)

Deletion of Contractual Work Unit Plan

Screen 1 of 7

Date of plan:

CWU number	Amendment	Status	[N-New C-Continuing]		
Title					
Contract Manager		Org symbol	Phone		
Start date	End date				
Work area number	Program element				
Tech base support	[D-Direct I-Indirect]				
SD	ESD	ASD	AD	BMO	AWS
DMA	DNA	DCA	DARPA	SC	SAC
TAC	ADC	MAC	APCC	Other	
AF system(s)/mission(s) supported :					

(Note that the example uses the Contract Work Unit System. Procedures for the In-house System are identical.)

You can delete only the most recent version of a work unit plan. Therefore, if you wish to delete an older version, you must first delete the more recent versions.

Step 1

Enter the number of the work unit you wish to delete from the data base.

Step 2 (Applies to CWUs only)

Extract - If the work unit plan you wish to delete is an extract of a main plan, enter the extract letter. Otherwise just press "RETURN."

Remember that a plan can be identified as an extract if the CWU number is followed by "EX" and the extract letter on a computer generated hard copy.

Step 3

At this point, all the information for screen one of the plan will appear on the screen, along with the prompt, "Is this the correct WU plan?"

Carefully check the information on the screen against the information on your hard copy. If you have not accessed the correct plan, enter an "N." This will bring up a new screen so that you can reenter the work unit number.

As long as you have accessed the WU you wish to delete, enter "Y" (or just press "RETURN"). The machine will beep, and the message "(PRESS RETURN)" will be displayed on the screen.

Pressing "RETURN" will cause the second screen of the WU to be displayed. Again the machine will beep, and the message "(PRESS RETURN)" will appear. Check the information on the screen against your hard copy. Then press "RETURN."

Repeat this sequence for all subsequent screens.

Note that in some rare cases involving CWUs, when you get to the sixth screen (Resources), the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed. This occurs only when the CWU contains more than eight lines of sources of funds. If you wish to scroll forward to see more lines, press "RETURN." (<CR> is the abbreviation for "carriage return".) To continue (or to see "no more" lines), press the "ESC" key followed by "RETURN." If you scroll through all of the lines, you will be prompted with "(PRESS RETURN)" when you reach the end of the entries.

Step 4

After you have pressed "RETURN" following the last screen (Signature Blocks) the prompt "Is this the CWU (IHWU) you want deleted (Y or N)?" will appear, giving you a final opportunity to save the WU. If you have noticed any discrepancies while checking the screens, or have any doubt about whether the WU is the one to be deleted, enter an "N." This will cause a new first screen to be displayed, and the specified WU will not be deleted from the data base.

Provided that you have verified that the specified WU is the one to be deleted, enter "Y" in response to the prompt. (Note that pressing "RETURN" does not cause the system to default to "yes." This is a built-in safety precaution to prevent accidental deletion of work unit plans.) This will cause the WU to be deleted from the data base, and the message "Information being deleted. Please wait." will flash on the screen. When the operation is completed, the message, "Information deleted successfully" will be displayed, followed by a new first screen, so that you can delete another WU if desired.

A hard copy of the deleted plan will be printed out automatically by the system. If for some reason the system is experiencing printing problems, the prompt "A problem printing the CWU (IHWU) to be deleted. Do you want to continue (Y or N)?" will display. If you answer no, the operation will be terminated and the WU will not be deleted from the data base. If you answer yes, the WU will be deleted from the data base, but you will not receive a hard copy.

DISPLAYING A WORK UNIT

After accessing either the Contract Work Unit system or the In-house Work Unit system, and selecting the option to display WUs for a specified fiscal year (option 3), the following screen will be displayed:

(If this procedure is unclear, please refer to the section entitled "Accessing the Work Unit System" on page 9 of this user's guide.)

Display of Contractual Work Unit Plan

Screen 1 of 7

Date of plan:

CWU number

Amendment

Status [N-New C-Continuing]

Title

Contract Manager

Org symbol

Phone

Start date

End date

Work area number

Program element

Tech base support

[D-Direct I-Indirect]

SD

ESD

ASD

AD

BMO

AWS

DMA

DNA

DCA

DARPA

SC

SAC

TAC

ADC

MAC

AFCC

Other

AF system(s)/mission(s) supported :

Step 1

Enter the work unit number of the plan you wish to have displayed.

Step 2 (Applies to CWUs only)

Extract - If the work unit plan you wish to display is an extract of a main plan, enter the extract letter. Otherwise just press "RETURN."

Remember that a plan can be identified as an extract if the CWU number is followed by "EX" and the extract letter on a computer generated hard copy.

Step 3

Amendment - If you wish to view a version of the WU other than the most recent version, you must specify the amendment number. (If you wish to view the first or BASIC version, enter "O".) Pressing "RETURN" at "Amendment" will cause the system to default to the most recent version of the WU stored in the data base of approved work unit plans.

(If you enter an amendment number which does not exist, the message "This version of the work unit plan doesn't exist." will flash on the screen.)

At this point, all the information for screen one of the plan will appear on the screen, along with the prompt, "Is this the correct WU plan?"

Step 4

Check the information on the screen against the information on your hard copy to make sure you have accessed the desired WU. If you have not accessed the correct plan, enter an "N." This will bring up a new screen so that you can reenter the WU number.

As long as you have accessed the WU you wish to display, enter "Y" (or just press "RETURN"). The machine will beep, and the message "(PRESS RETURN)" will be displayed on the screen.

Pressing "RETURN" will cause the second screen of the WU to be displayed. Again the machine will beep, and the message "(PRESS RETURN)" will appear. Press "RETURN" to bring up the next screen.

Repeat this sequence for all subsequent screens.

Note that in some rare cases involving CWUs, when you get to the sixth screen (Resources), the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed. This occurs only when the CWU contains more than eight lines of sources of funds. If you wish to scroll forward to see more lines, press "RETURN." (<CR> is the abbreviation for "carriage return".) To continue (or to see "no more" lines), press the "ESC" key followed by "RETURN." If you scroll through all of the lines, you will be prompted with "(PRESS RETURN)" when you reach the end of the entries.

Step 5

After you have pressed "RETURN" following the last screen (Signature Blocks) the prompt "Do you want a hard-copy of this CWU (IHWU) (Y or N)?" will appear. After you respond to this prompt, a new first screen to be displayed, so that you can then display another WU if desired.

If you requested a hard copy of the WU and for some reason the system is experiencing printing problems, the message "Trouble printing a copy." will display, and you will not receive a hard copy.

STATUS SYSTEM

The Status System automatically generates status information from the milestone screen of the work unit plans. You can update the comment section of this information, display status information, or print it out. You also can create and display monthly status reports.

To access the Status System for In-house work units, enter "3" at the Main Menu. To access the Status System for Contract work units, enter "4" at the Main Menu. If you have just logged into the system, you will be prompted for your system access password, and then the fiscal year. (If this procedure is unfamiliar to you, refer to pages 9-12 of this user's manual.) The following will display:

Status System Menu *****

1. Review status of milestones
2. Display status of milestones
3. Print status of milestones
4. Display Status Report
5. Create Status Report
6. Change reporting cycle of a Work Unit

Enter selection:

REVIEW STATUS OF MILESTONES

To review the status of milestones, enter "1" at the Status Report Menu. You will be prompted with, "Please enter the work unit number of the plan pending approval, or press <CR> for all plans pending approval."

If you are in the Contract Status System, you also will be prompted for the Extract letter.

Enter the work unit number of the plan for which you wish to review status information. If you wish to review the status information for all work units pending approval, then just press "RETURN" at "Work Unit Number:".

If you are in the Contract Status System, enter the extract letter at "Extract" or just press "RETURN" for the main plan.

If you selected to review all the work units, they will appear one at a time. Before the status information for each work unit displays, you will be prompted with, "Do you want to review the status of this WU?"

After responding yes to the above prompt if you selected to review all the work units, the following screen will appear, with information from the milestones filled in.

(Note that if the work unit you selected has no milestones the message, "There are no milestones for this work unit." will appear, followed by "Would you like to see another work unit?"

FIRST SCREEN

Update Status Information		Work Unit TEST		Last Update	
*-Completion date		>-Planned Completion date		Last Review	
4					
3					
2					
1					

Quarter 1	2	3	4	1	2
Fiscal Year	85	86		87	
Seq Base	Revised Completion				
No Date Status	Date	Date	Event		
4	4/85 Completed	04 Apr 85	Milestone 4		
3	3/85 Completed	28 Feb 85	Milestone 3		
2	2/85 Completed	04 Mar 85	Milestone 2		
1	1/85 Completed	23 Jan 85	Milestone 1		

The first two lines contain the heading information. The function (i.e. Review Status Information), work unit number, last update and last review will appear here. The last update is the last date on which a level three user updated this Status Information. The review date is the most recent date that a level one or level two user reviewed the Status Information.

The top half of the screen is a graphical representation of the information at the bottom of the screen. (Note that just three fiscal years can be displayed on the graph. Therefore, if a date is either before the first or beyond the last fiscal year, an "*" or ">" will appear at the far left or right of the graph respectively.)

Seq No

This column is for the Sequence Numbers of the milestones. They are listed in reverse chronological order.

Base Date

This is the original date which was assigned to the milestone.

Status

The status of a milestone will be one of the following: Completed, Deleted, On schedule, Slipped (i.e. planned date moved up), and Unknown.

Revised Date

This column lists the most recently revised planned date of completion.

Completion Date

This lists the date that the milestone was completed.

Event

This field displays the event description as it was entered originally in the milestone screen of the work unit plan.

(PRESS RETURN)

If there are six lines or fewer in the bottom portion of the screen, "(PRESS RETURN)" will be displayed at the bottom right of the screen. When you are done viewing this screen, press "RETURN" to access the next screen.

or

Do you want to see more ? <CR>-Forward BS-Back Up O-Quit ESC-No More

This prompt will be displayed at the bottom of your screen if the lower portion of the screen contains more than six lines.

Your options at this prompt are to scroll the bottom half of the screen forward or backward, to "quit" the review procedure altogether, or to view "no more" on the current screen, and thus bring up the next screen.

To scroll forward, press the carriage return (<CR>). Note that scrolling forward means scrolling forward in chronological order.

To scroll backwards, press "Back Space" (BS) followed by "RETURN."

If you scroll through all the milestones, the message "No more milestones." will appear to notify you that you have reached the end.

To bring up the next screen, press the "ESC" key followed by "RETURN."

SECOND SCREEN

Update Status Information

Work Unit TEST
Un-approved

Last Update
Last Review

Funds Allocated
Funds Obligated
Funds Expended

0.00
0.00
0.00

Progress

THIS IS A TEST

The first two lines contain the headings, which also appeared on the first screen. The funds planned, obligated and expended are displayed. The remainder of the screen is filled with comments pertaining to progress. There can be up to thirty progress lines.

If there are more than twelve progress lines, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. This means to scroll forward, press <CR> (carriage return). To scroll backwards, press "Back Space" "RETURN." To quit out, press "q" "RETURN." To stop viewing progress lines, press "ESC" "RETURN." This will bring up the next screen.

THIRD SCREEN

This third screen really contains four screens. Each of these four screens contains up to thirty lines of comments by the personnel named on the third line, directly below the headings.

If there are more than seventeen lines of text, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. Pressing <CR> (carriage return) scrolls the screen forward. "Back Space" "RETURN" scrolls the screen backwards. "Q" "RETURN" terminates the operation. "ESC" "RETURN" causes no more lines to be viewed (and brings up the next screen).

The order in which the four screens will be displayed depends on your user level. The first three screens to display will contain comments entered by other users. The fourth screen will contain your level user comments, and you will be able to enter comments and/or change comments.

If you are a level one user, screens will be displayed in the following order: Management (XO), WU Scientist Resp AFSTC Feed Back, Management (CC).

If you are a level two user, screens will be displayed in the following order: Management (CC), WU Scientist Response, AFSTC Feed Back, Management (XO).

After you finish entering or changing comments on the fourth screen, press the "ESC" key followed by "RETURN." You will be prompted with "Any Changes?" Check to make sure you have made all necessary changes. Responding "n" to this prompt will bring up the prompt, "Do you want to approve this Status information? (Y, N or Q)."

Answering yes will cause this status information to be approved, and any editing you did to be stored. Answering no will store your editing changes, but not approve the status information. Entering a Q will cause the status information to remain as it was, thus "quitting" you out of the operation.

If you answer yes or no, the message "Information being updated. Please wait." will appear on the screen, followed by "Information updated successfully." when the storing is completed.

If you had selected a particular work unit for review, you now will be prompted with "Would you like to review another WU?" If you answer yes, the screen prompting you for the work unit number will appear. If you answer no, the Main Menu will appear.

If you had selected to review all work units pending approval, the procedure will begin again with the next work unit plan. When all of the work unit plans have been reviewed, the message "No more WUs pending approval." will display.

DISPLAY STATUS OF MILESTONES

Displaying the status of milestones allows you to view all the information on specified work units which is available in the status system. Displaying is very similar to reviewing, the only differences being in the third screen. The order in which the comments will be displayed will differ, and you will not be able to edit or approve status information.

To display the status of milestones, enter "2" at the Status Report Menu. You will be prompted with, "Please enter the work unit number of the plan pending approval, or press <CR> for all plans pending approval."

If you are in the Contract Status System, you also will be prompted for the Extract letter.

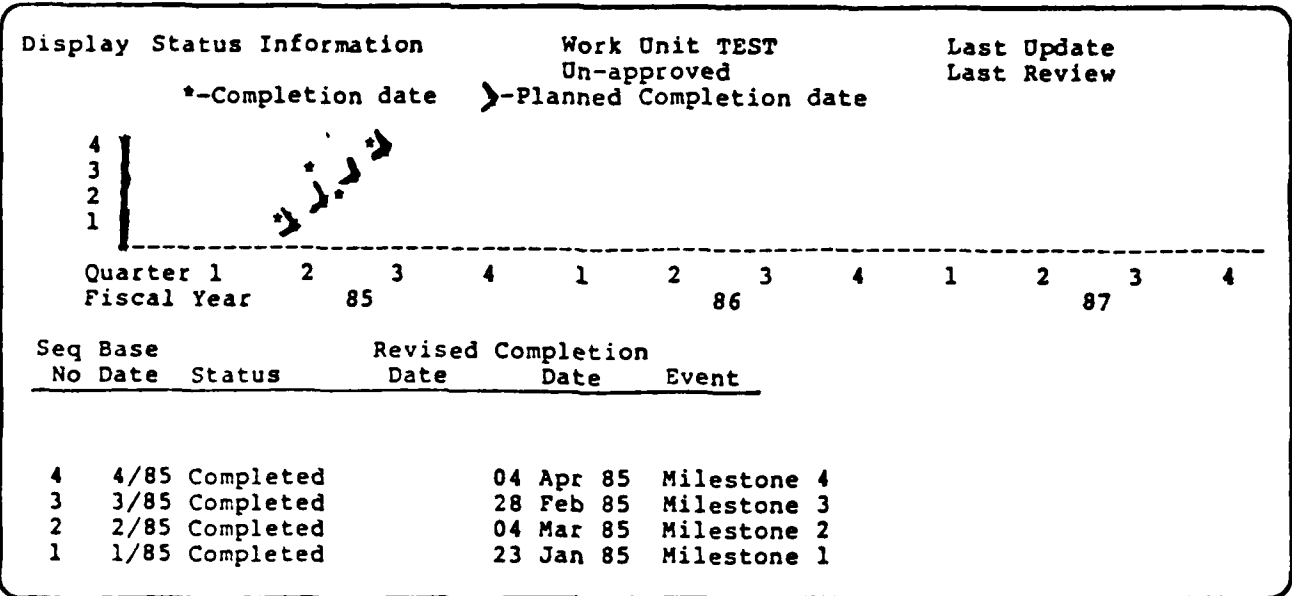
Enter the work unit number of the plan for which you wish to display status information. If you wish to display the status information for all work units pending approval, then just press "RETURN."

If you are in the Contract Status System, enter the extract letter at "Extract" or just press "RETURN" for the main plan.

If you selected to display all the work units, they will appear one at a time. Before the status information for each work unit displays, you will be prompted with, "Do you want to display the status of this WU?"

After responding yes to the above prompt if you selected to display all the work units pending approval, the following screen will appear, with information from the milestones filled in.

FIRST SCREEN



The first two lines contain the heading information. The function (i.e. Display Status Information), work unit number, last update and last review will appear here. The last update is the last date on which a level three user updated this Status Information. The review date is the most recent date that a level one or level two user reviewed the Status Information.

The top half of the screen is a graphical representation of the information at the bottom of the screen. (Note that just three fiscal years can be displayed on the graph. Therefore, if a date is before the first or beyond the last fiscal year, an "*" or ">" will appear at the far left or right of the graph respectively.)

Seq No

This column is for the Sequence Numbers of the milestones. They are listed in reverse chronological order.

Base Date

This is the original date which was assigned to the milestone.

Status

The status of a milestone will be one of the following: Completed, Deleted, On schedule, Slipped (i.e. planned date moved up), and Unknown.

Revised Date

This column lists the most recently revised planned date of completion.

Completion Date

This lists the date that the milestone was completed.

Event

This field displays the event description as it was entered originally in the milestone screen of the work unit plan.

Do you want to see more ? <CR>-Forward BS-Back Up O-Quit ESC-No More

This prompt will display if the bottom portion of the screen contains more than six lines. Your options at this prompt are to scroll the bottom half of the screen forward or backward, to "quit" the display procedure altogether, or to view "no more" on the current screen, and thus bring up the next screen.

To scroll forward, the carriage return (<CR>). Note that scrolling forward means scrolling forward in chronological order.

To scroll backwards, press "Back Space" (BS) followed by "RETURN." will move back to the date on the milestone below it.

If you wish to "quit" out (i.e. terminate the operation altogether), press "q" followed by "RETURN."

If you scroll through all the milestones, the message "No more milestones." will appear to notify you you have reached the end.

To bring up the next screen, press the "ESC" key followed by "RETURN."

SECOND SCREEN

Display Status Information

Funds Allocated
Funds Obligated
Funds Expended

Work Unit TEST
Un-approved

0.00
0.00
0.00

Last Update
Last Review

Progress

THIS IS A TEST

The first two lines contain the headings, which also appeared on the first screen. The funds planned, obligated and expended are displayed. The remainder of the screen is filled with comments pertaining to progress. There can be up to thirty progress lines.

If there are more than twelve progress lines, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. This means to scroll forward, press "RETURN." To scroll backwards, press "Back Space" "RETURN." To quit out, press "q" "RETURN." To stop viewing progress lines, press "ESC" "RETURN." This will bring up the next screen.

THIRD SCREEN

This third screen really contains four screens. Each of these four screens contains up to thirty lines of comments by the personnel named on the third line, directly below the headings.

If there are more than seventeen lines of text, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. Pressing <CR> (carriage return) scrolls the screen forward. "Back Space" "RETURN" scrolls the screen backwards. "Q" "RETURN" terminates the operation. "ESC" "RETURN" causes no more lines to be viewed (and brings up the next screen).

The screens will be displayed in the following Management (CC), Management (XO), WU Scientist Response, AF Feed Back.

After you finish viewing the comments on the fourth screen, pressing the "ESC" key followed by "RETURN" will bring up the necessary prompts to allow you to continue displaying or change operations.

PRINT STATUS OF MILESTONES

Print Status of Milestones allows you to produce a hard copy of the status information on a specified printer.

Recall that you have a choice of printers. (If selecting a printer is unfamiliar to you, refer to the Addendum at the end of this user's manual.)

To print the status of milestones, enter "3" at the Status Report Menu. You will be prompted with, "Please enter the work unit number of the plan pending approval."

Enter the work unit number of the plan for which you wish to print status information.

You will then have the opportunity to print status information for another work unit.

DISPLAY STATUS REPORT

Display Status Report allows you to get a screen display of the status information for a specified month.

To display the status report, enter "4" at the Status Report Menu. A table of the available Status Report dates will be displayed. You will be prompted with, "Would you like to see one of these?". If you answer no you will be returned to the Status Report Menu. If you answer yes you will be prompted with, "What number?". Enter the number of the item number of the report you wish to display (or you can quit out and be returned to the Status Report Menu. The item number you enter is checked to make sure that it is a valid number.

Once you respond to this prompt with a valid number, the procedure is similiar to "Display Status of Milestones" except that there are only three screens. They are the milestone screen, the Funds and Progress screen and the AFSTC Feed Back screen.

CREATE STATUS REPORT

Create a Status Report allows you to generate monthly reports of status information.

To create a status report, enter "5" at the Status Report Menu. The message "Approval level of status information being checked. Please wait." will appear. If all the status information has not been approved the message "Not all status information for all Work Units have been approved. This needs to be done prior to Report creation." and you will be returned to the Status Report Menu. If all the status information has been approved then a message informing you that you are creating a Status Report for a specific date will appear. You will be given the opportunity at this point to quit and not produce the report. If you do not chose to quit, the the message "Batch job to produce the Status Report being generated. Please wait." will appear. When the job to produce the Status Report has been entered into the computer you will be instructed to press "RETURN." After doing so you will be returned to the Status Report Menu.

CHANGE REPORTING CYCLE OF A WORK UNIT

You must select either a monthly or a quarterly reporting cycle. To change the reporting cycle of a work unit, enter "6" at the Status Report Menu. The title "CHANGE OF STATUS REPORTING CYCLE" will appear. You will then be prompted for the Work Unit Number. If you so desire you may quit out at this point by entering "Q." If you are in the Contract Status System you will also be prompted for the Extract. The same rules for entering the Extract mentioned above apply here as well. If you enter a Work Unit Number that has not been approved yet the message "Work Unit does not exist." will appear and you will be prompted again for the Work Unit Number. If the Work Unit does exist the current reporting cycle will be displayed giving you the option the change it. If you do not wish to change it you can quit out at this point.

ADDENDUM
HARD COPY OUTPUT DEVICE (PRINTER)

Hard copies can be produced on a variety of printers. The printer selection will appear when you access the Main Menu. This information will appear at the bottom of the Main Menu.

When you log into the system, the printer selection will be set to the default printer, which is the laser printer. You also have the capability to receive your output on the printer attached to your terminal or the central printer. It is possible for a programmer to make a fourth option available if the need arises.

To change the printer selection, access the Main Menu.

MAIN MENU

1. IHWD System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Hard copy output will be produced on the Laser printer.

Enter "7" (for Hard Copy Output Device). The following menu will display:

PRINT DEVICE MENU

1. Laser printer
2. Attached printer
3. Central printer
4. Other

Select printer

Simply enter the number which corresponds to the desired printer. For example, if you wish to produce output on your attached printer, enter "2". The Main Menu will reappear, with the hard copy output message changed to reflect your choice.

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